

LOGISTICS

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SMOKING IN AGENCY-OCCUPIED FACILITIES

OGC
objects
to
bracketed
language.
JFB

1. [In conformance with the forthcoming GSA regulation controlling smoking in buildings and facilities maintained by the General Services Administration,] the Agency has adopted a policy that provides an equitable balance between the rights of nonsmokers and smokers. Effective 1 December 1978, smoking will be prohibited in the following places:

a. Auditoriums, classrooms, conference rooms, and elevators. "No Smoking" signs will be posted inside and receptacles for smoking refuse will be placed outside the entrances.

b. Shuttle vehicles.

c. Areas where there are flammable liquids, gases, and vapors and all locations where there is a collection of readily ignitable combustible material.

d. Libraries, except in the nonstack areas specifically designated as "Smoking" areas.

e. The "No Smoking" areas established in cafeterias and identified by appropriate "No Smoking" signs.

2. Employees occupying a private office are authorized to designate that office as a "No Smoking" area. Smoking in open work spaces may be allowed and supervisors should plan work space so that employees who desire "No Smoking" areas can be accommodated provided:

a. Efficiency of work units will not be impaired.

b. Additional space will not be required.

c. Costly alterations or procurement of additional office equipment will not be necessary.

3. In medical facilities, smoking will be restricted to waiting areas, staff lounges, private offices, and specially designated areas. Waiting areas will be divided into "Smoking" and "No Smoking" sections whenever possible.

4. Approved signs will be conspicuously placed alerting employees to areas designated "Smoking" or "No Smoking." Additionally, "Thank You For Not Smoking" tent card signs will be available in Agency supply rooms for employees wishing to display them in private offices.

5. All employees are expected to respect the rights of others and comply with these provisions.

DISTRIBUTION: ALL EMPLOYEES

JOHN F. BLAKE
Deputy Director
for
Administration

79-0578

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OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	EO/DDA	24 NOV 1978	<i>[Signature]</i>
2			
3	A/DDA	24 NOV 1978	<i>[Signature]</i>
4			
5	DDA	24 NOV 1978	<i>[Signature]</i>
6			

ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

Remarks:

1. to 3. I have signed but would like you to look at this to make sure it agrees with your discussions with

RFZ

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FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

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